

# Sambit Nayak

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## Experience

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**Clinical Documentation Specialist, IKS Health**  
Accomplished Clinical Documentation Specialist with extensive experience at Yale New Haven Hospital. Expert in improving the integrity of EMR records to drive efficiency, increase accuracy, and expedite claim processing cycles.

07/2024 – Present  
Visakhapatnam,  
Andhra Pradesh

- 1. Process Improvement & Revenue Cycle Impact**  
**Spearheaded** the implementation of efficient documentation strategies, directly improving record accuracy and **accelerating** billing and insurance claim turnaround times.
- 2. Comprehensive Clinical Data Management**  
**Synthesized** complex patient data—including medical histories, prior workups, imaging, and lab results—into comprehensive and precise EMR profiles to support clinical decision-making.
- 3. Physician Collaboration & Recognition**  
**Fostered** a close partnership with Dr. Nicholas Tzikas to ensure meticulous patient encounter documentation, earning a formal **commendation** for reliability and thoroughness.
- 4. Accurate Execution of Medical Orders**  
**Translated** physician evaluations into precise medical records by accurately documenting treatment plans, clarifying diagnoses, and ordering medications in the EMR system.
- 5. Commitment to Compliance**  
**Ensured** 100% adherence to HIPAA regulations by meticulously safeguarding all sensitive patient information and maintaining strict data confidentiality.

**Medical Scribe/Medical Assistant, Aquity Solutions**  
Detail-oriented Clinical Documentation Specialist with proven success at Community Health Network (CHN). Expert in optimizing EMR documentation to enhance accuracy, streamline workflows, and reduce claim processing times. Recognized for outstanding collaboration with clinical staff and unwavering commitment to HIPAA compliance.

07/2022 – 07/2024  
Visakhapatnam,  
Andhra Pradesh

- **Improved Efficiency and Accuracy:** Developed and implemented new documentation strategies that enhanced the clarity and precision of patient records, resulting in a significant reduction in claim processing times.
- **Physician Collaboration:** Worked in close partnership with Dr. Jared Basham and other clinical staff to guarantee that patient encounters were documented with the highest degree of detail and thoroughness, receiving a direct commendation for exceptional performance.
- **Comprehensive Data Management:** Accurately transcribed and managed critical patient data, including histories, physical exams, diagnoses, and treatment plans, within the EMR system.
- **HIPAA Compliance:** Maintained strict confidentiality and upheld all HIPAA regulations in the handling of sensitive protected health information (PHI), ensuring a secure and compliant environment.

## Education

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**Masters: Food Science and Technology,** *GITAM University*

07/2022

**Core Subjects:** Food Chemistry, Food Microbiology, Food safety standards and industrial technology.

Visakhapatnam,  
Andhra Pradesh

GPA: 8.8.

**MITS School of Biotechnology**

08//2020

**Core Subjects:** Bio-Chemistry, Chemistry, Microbiology, Cell Biology, Animal physiology, Plant physiology, Molecular Biology, Recombinant-DNA technology, Proteomic and Genomics, and Bioinformatics.

Bhubaneswar, Odisha

GPA: 7.4.

## Skills

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- EMR Systems
- HIPAA compliance
- healthcare administration
- regulatory co
- critical thinking
- skilled in (EPIC)
- patient documentation
- medical terminology
- quality assurance
- time management
- team collaboration
- effective communication

## Languages

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- Odia
- Hindi
- English

## Certificates

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**Introduction to Public Speaking.** 

06/01/21

**Technical Support Fundamentals.** 

02/01/21

**Intro. to Comps and Office Productivity Software.** 

12/01/20

**Sustainable Food Production Through Livestock Health Management** 

11/2021

*Sambit Nayak*